

COLORADO LEGAL SERVICES

Staff Performance Evaluation Form

for

_____, **Executive Director**

All responses on this form will be kept confidential, and you need not sign your name to the form. The Executive Director will be given a summary of the results.

This evaluation addresses various areas of responsibility of the Executive Director. Please address all of the areas below in which you have some knowledge, and give appropriate comments and recommendations. A rating of less than “3” in any area indicates you believe improvement is needed in that area.

Thank you for taking the time to fill out this form.

The rating scale is as follows:

NA	=	Not Applicable or Don't Know
1	=	Poor/ Unacceptable
2	=	Fair/ Improvement Needed
3	=	Satisfactory/Minimum Standard
4	=	Good/Above Average
5	=	Outstanding/Excellent

A. Leadership

Assess the Executive Director as a professional lawyer in charge of a law firm representing the poor, including his knowledge of the legal problems of the poor, leadership on ethical matters, willingness to provide professional support and training for the staff, and the overall model he projects as a lawyer who represents the poor.

In his leadership of program's name, assess how effectively the Executive Director:

1. Understands and communicates the program's purposes
Rating: NA 1 2 3 4 5
2. Provides or facilitates necessary training for the staff
Rating: NA 1 2 3 4 5

3. Appropriately supervises or provides for the supervision of the quality of the program's legal work
Rating: NA 1 2 3 4 5
4. If supervision of work is not appropriate, do you feel that the program should provide more or less supervision?
Circle one: appropriate Should be: more less
5. Provides reinforcement and recognition for quality work
Rating: NA 1 2 3 4 5
6. Demonstrates ability to relate with poor people and commitment to resolving the programs of poor people. (Legal services or similar experience.)
Rating: NA 1 2 3 4 5

COMMENTS/RECOMMENDATIONS/EXAMPLES on any of the matters covered above:

B. Staff Relations: Please assess whether the Executive Director:

7. Administers personnel policies in a fair and even-handed manner
Rating: NA 1 2 3 4 5
8. Maintains open and effective communication with the staff
Rating: NA 1 2 3 4 5
9. Maintains a cooperative, pleasant and considerate work atmosphere
Rating: NA 1 2 3 4 5
10. Mediates and resolves staff conflict appropriately
Rating: NA 1 2 3 4 5

11. Actively encourages staff initiative, growth opportunities and development of staff potential
Rating: NA 1 2 3 4 5

COMMENTS/RECOMMENDATIONS/EXAMPLES:

12. Do you view the executive director as a resource?
Rating: NA 1 2 3 4 5
13. Is the executive director approachable and easy to work with?
Rating: NA 1 2 3 4 5
14. Does the executive director encourage communication and allow for input and consensus building?
Rating: NA 1 2 3 4 5
15. Overall, do you view the executive director as an effective manager of the program?
Rating: NA 1 2 3 4 5
16. Does the executive director demonstrate an ability to relate with poor people and a commitment to resolving the problems of poor people. (Legal services or similar experience.)
Rating: NA 1 2 3 4 5
17. Takes reasonable steps to obtain the resources (funding, equipment, office space, support) that the staff needs to perform its job.
Rating: NA 1 2 3 4 5
18. Ensures that staff are educated in existing program policies and informs the staff generally of any changes in policy.
Rating: NA 1 2 3 4 5

C. Reorganization of program's name

As you know, in the past two years the x number federally funded legal services programs were reorganized into the statewide X Legal Services. With respect to this reorganization:

19. Has the organization been well-managed in your view?

Rating: NA 1 2 3 4 5

20. Do you believe the reorganization of resources has been conducted in a professional and fair manner?

Rating: NA 1 2 3 4 5

21. Do you believe the Executive Director has been open and listened to concerns about the reorganization?

Rating: NA 1 2 3 4 5

COMMENTS ABOUT THE REORGANIZATION:

D. Overall Evaluation

22. How do you evaluate the executive director's overall performance?

Rating: NA 1 2 3 4 5

COMMENTS ABOUT OVERALL PERFORMANCE
